

# 100TH ANNUAL REPORT CIVIL SERVICE BOARD 2013



CITY OF DAYTON, OHIO

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# MISSION STATEMENT

To provide the best candidates for employment and promotion, and to accurately and efficiently enforce the primary goals and objectives set forth by the City of Dayton Charter and the Civil Service Board, as well as applicable elements of Collective Bargaining Agreements, State of Ohio Statutes and the United States Code.

# OVERVIEW

## About the Board

### PURPOSE AND CHARGE OF THE CIVIL SERVICE BOARD

The Civil Service Board was established under Section 93 of the City of Dayton Charter in 1914.

#### *Purpose*

The purpose of the Civil Service Board is to comply with Section 96 of the Charter providing for appointment and employment in all positions in the classified service which falls into three primary classes: the **competitive class** which indicates that a testing procedure is conducted to determine the most eligible candidate; the **noncompetitive class** whereby candidates' credentials are reviewed evaluating education and experience; and the last designated category - the **labor class** which includes ordinary unskilled labor.

Section 98 of the Charter provides for promotions to all positions in the classified service, based on records of merit, efficiency, character, conduct and seniority. Knowledge, skills and abilities in the performance of required duties must always be given a priority consideration whenever filling a position with the City of Dayton.

#### *Charge*

With deliberate intent, the Civil Service Board complies with all pertinent segments of the City of Dayton Charter and the Civil Service Rules and Regulations approved by the Dayton City Commission.

The Civil Service Board is comprised of three members, as set forth in the City of Dayton Charter, who are appointed by the City Commission for a six-year term. In 2013, the Board members were Talbert L. Grooms, Betty L. Toney and Alvin Freeman. In January 2013, Talbert L. Grooms was re-elected to serve as Chairperson for the year. On February 28, 2013, Alvin Freeman was appointed to serve as a Civil Service Board member.

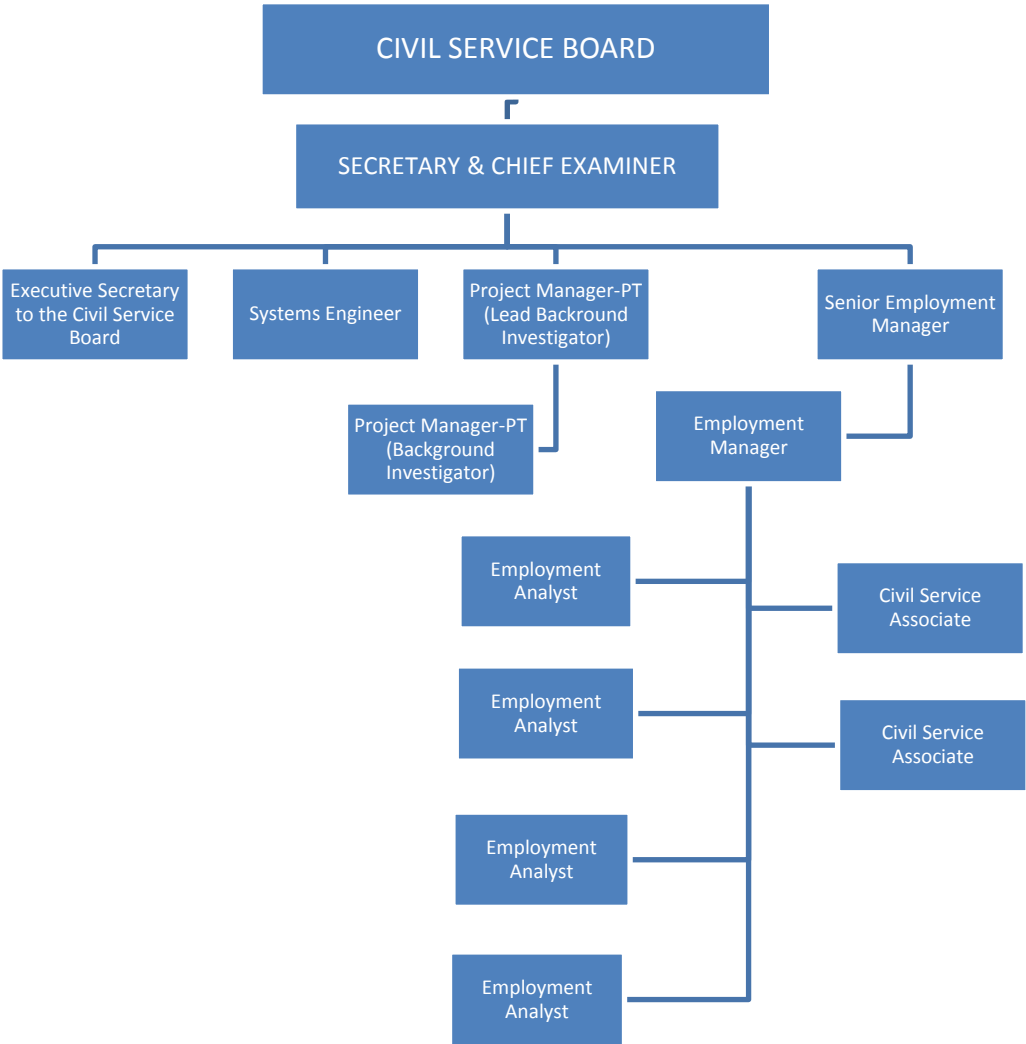
## Statement of Responsibility

The Civil Service Board was created by Section 93 of the City of Dayton Charter to establish and enforce rules and regulations for the employment and promotion of all employees in the classified service of the City of Dayton, which encompasses the vast majority of City employees. The Board hears and determines appeals by City employees regarding suspensions, demotions and discharges. Pursuant to state law, the Board also administers this civil service function for classified non-teaching employees of the Dayton Public Schools, and likewise hears and determines disciplinary appeals.

- ◆ The Board consists of three members appointed by the City Commission for overlapping six-year terms. The Board appoints a Chief Examiner who also serves as the Secretary to the Board.
- ◆ The Secretary and Chief Examiner administers the Board's Rules and Regulations, advertises and recruits for classified positions, accepts applications, develops and administers examinations for initial appointments and promotions, appoints from eligible lists and certifies candidates for noncompetitive classified positions.
- ◆ The Secretary and Chief Examiner is the employment officer of all City employees coming under the classified service. The Secretary and Chief Examiner provides examinations in accordance with regulations of the Board. The Secretary and Chief Examiner also maintains eligible lists of each class of the service for those meeting the requirements of said regulations.
- ◆ The Secretary and Chief Examiner fills positions in the classified service from such eligible lists upon requisition from and after consultation with the City Manager. As positions are filled, this employment officer certifies the fact, by proper and prescribed form, to the City Treasurer and the director of the department in which the vacancy exists.
- ◆ The Secretary and Chief Examiner provides eligible lists for tested positions to the Dayton Board of Education, which then fills the vacant positions.

All of the Board's activities are governed by the City of Dayton Charter (Section 96) requirement that employment in City of Dayton service is based on considerations of merit and fitness.

CIVIL SERVICE BOARD ORGANIZATIONAL CHART 2013



# Civil Service Staff Members

At the close of 2013, the staff members were:

Secretary and Chief Examiner	Maurice J. Evans
Executive to Civil Service Board	Sheila M. Crum
Senior Employment Manager Employment Manager	Kenneth Thomas Elizabeth C. Rutledge
Project Managers	Jack Rice Toby Caserta
Employment Analysts	James W. Johnson Dianne M. Perkins Nancy L. Van Atta Aishah Williams-Clark
Civil Service Associates	Mary L. Arnold (Vacant)
Systems Engineer	Shibu Varghese

On January 21, 2013, Kenneth Thomas was appointed to Senior Employment Manager.

On January 31, 2013, Employment Analyst Mildred A. Gay retired from the City of Dayton with 34 years of service.

On March 25, 2013, Toby Caserta, former Dayton Police Officer, was hired as a Project Manager to assist with performing background investigations for potential City of Dayton employees.

On August 19, 2013, Aishah Williams-Clark was promoted to Employment Analyst.

## OPERATIONS

The functions statistically detailed in this report are in addition to the many other activities performed by the Civil Service staff. Other activities include handling correspondence, attending meetings, conducting research for reports, discussing Civil Service Rules and Policies with supervisors, employees, and union officials, and providing answers to a variety of inquiries from the public. In addition to handling general incoming telephone calls and employment inquiries, the Civil Service office prepared and distributed 37 non-competitive position and 45 examination announcements for City of Dayton and 18 examination announcements for Dayton Public Schools positions.

### Board Meetings

During the year, the Civil Service Board members held 15 meetings: 12 regular business meetings and 3 special meetings, of which 1 special meeting was for the purpose of hearing a dismissal appeal. In addition to time spent in actual session for Board meetings and hearings, the Board members spent many hours reviewing agenda materials, hearing transcripts and exhibits.

### Appeals and Hearings

#### City of Dayton and Dayton Public Schools

Eleven appeals were filed in 2013. Of those, one appeal was heard by the Board, one was withdrawn, 3 settlements reached prior to hearings, leaving 6 matters to be heard or otherwise resolved in 2014.

In addition, one appeal, received in 2012, was scheduled and heard in 2013. This appeal was heard by the Board.



## Common Pleas Court

There was one appeal filed in Common Pleas Court in 2013. The Common Pleas Court upheld the Civil Service Board's decisions.

# CITY OF DAYTON PERSONNEL ACTIONS

## Appointments

	<b>TOTAL</b>
PERMANENT	<b>131</b>
PROMOTIONS	<b>148</b>
PART-TIME PERMANENT	<b>17</b>
REINSTATEMENTS	<b>4</b>
RECALLS	<b>5</b>

## Other Personnel Actions

	<b>TOTAL</b>
TRANSFERS	<b>9</b>
CHANGE IN TYPE OF APPOINTMENT	<b>1</b>
RECLASSIFICATIONS	<b>14</b>
DEMOTIONS	<b>8</b>
RESIGNATIONS	<b>49</b>
DISCHARGES	<b>10</b>
RETIREMENTS	<b>59</b>

## Medical Examinations

Applicants for various City positions are required to undergo a pre-employment medical examination prior to appointment. One hundred ninety medical examinations were conducted in 2013.

## Background Investigations

For many positions, candidates are required to undergo a background check, which includes criminal records check and employment verification prior to appointment. Seven hundred forty-eight such police background investigations were conducted in 2013.

# Examination Program Summary

## City of Dayton

In accordance with Ohio state law, the Civil Service Board provides uniform standards for appointments, promotions, separations and the regulation of other personnel matters for the classified service of the City of Dayton.

In meeting this obligation, testing services were provided which included a combination of computerized testing (typing and written) and/or performance-based agility measurements. This process involved preparing and issuing examination announcements, certifying applications, developing examinations, testing applicants, grading examinations, applicant notification and maintaining promulgated eligible lists.

During 2013, 44 examinations were conducted for positions with the City of Dayton in addition to one position that was for open sign-up only. Applications processed totaled 4,225. Of the 1,534 applicants tested, 1,115 successfully passed; 170 were for promotional positions and 945 were for open competitive positions.

TYPE OF EXAMINATION	EXAMS GIVEN	OPEN SIGN-UP POSITION	NUMBER OF APPLICANTS	NUMBER NOT QUALIFIED	NUMBER TESTED	NUMBER PASSED
PROMOTIONAL AND OPEN COMPETITIVE	44	1	4,225	1,389	1,534	1,115

# CITY OF DAYTON CERTIFICATIONS

## Certified Eligible Lists

As a result of competitive examinations, there were a total of 63 eligible lists certified in 2013. Certifications for all competitive examinations and open sign-up positions given by the City of Dayton in 2013 included:

<b>PROMOTIONAL &amp; OPEN COMPETITIVE</b>	<b>TOTAL</b>
CERTIFIED ELIGIBLE LISTS	<b>64</b>
NAMES ON ELIGIBLE LISTS	<b>1,240</b>

## Noncompetitive

There were 37 noncompetitive position announcements posted in 2013; 1,755 applications were submitted for these positions. Of this number, 674 were certified as meeting the minimum requirements for potential employment.

<b>NONCOMPETITIVE POSITIONS</b>	<b>TOTAL</b>
APPLICATIONS SUBMITTED	<b>1,755</b>
CERTIFICATION LISTS	<b>35</b>

## Part-Time Permanent & Temporary/Intern

There were 21 resumes submitted for certification to fill Part-time Permanent and Temporary/Intern positions in 2013.

<b>PART-TIME PERMANENT &amp; TEMPORARY/INTERN RESUMES</b>	<b>TOTAL</b>
PART-TIME PERMANENT	<b>19</b>
PART-TIME PROFESSIONAL- TECHNICAL-SUPERVISORY	<b>1</b>
TEMPORARY/INTERN	<b>1</b>

# Examination Program Summary

## Dayton Public Schools

In accordance with Ohio state law, the Civil Service Board provides uniform standards for appointments, promotions, separations and the regulation of other personnel matters for the classified service of the Dayton Public School District. These classified employees are non-teaching and support services personnel.

In meeting this obligation, testing services were provided which included a combination of computerized testing (typing and written) and/or performance-based agility measurements. This process involved preparing and issuing examination announcements, certifying applications, developing examinations, testing applicants, grading examinations, applicant notification and maintaining promulgated eligible lists.

In 2013, the Civil Service Board staff conducted 18 examinations for the Dayton Public Schools, inclusive of promotional and open competitive examinations. The total number who applied was 964. The total number of applicants tested was 301.

TYPE OF EXAMINATION	EXAMS GIVEN	NUMBER OF APPLICANTS	NUMBER NOT QUALIFIED	NUMBER TESTED	NUMBER PASSED
PROMOTIONAL AND OPEN COMPETITIVE	18	964	465	301	128

# DAYTON PUBLIC SCHOOLS CERTIFICATIONS

## Certified Eligible Lists

As a result of competitive examinations, there were a total of 9 promotional and 14 open competitive eligible lists certified in 2013. Certifications for all competitive examinations given for Dayton Public Schools in 2013 included:

	<b>TOTAL</b>
CERTIFIED ELIGIBLE LISTS	<b>23</b>
NAMES ON ELIGIBLE LISTS	<b>128</b>

# DAYTON PUBLIC SCHOOLS PERSONNEL ACTIONS

## Appointments

	<b>TOTAL</b>
FULL -TIME PERMANENT	<b>20</b>



# DAYTON PUBLIC SCHOOLS PERSONNEL ACTIONS

## Other Personnel Actions

	<b>TOTAL</b>
LEAVE-OF-ABSENCE	<b>60</b>
RESIGNATIONS	<b>35</b>
RETIREMENTS	<b>33</b>

## Medical Examinations

All medical examinations and drug screens are handled directly through Dayton Public Schools Administration.

## Other Services Provided

The Civil Service Board staff provides a broad range of daily services for Dayton Public Schools classified employees inclusive of receiving and responding to telephone calls; providing complaint resolution; generating written correspondence to staff, union representatives and employees; conducting meetings with Dayton Public Schools Human Resources staff; meeting with employees and union representatives as needed; attending Civil Service Board meetings for Dayton Public Schools related issues; meeting with subject-matter-experts for test development, developing and administering examinations, and promulgating eligible lists and verifying employee retention points and displacements during the abolishment and layoff process.

# MONTGOMERY COUNTY COMBINED HEALTH DISTRICT

## Personnel Actions

Notices of personnel actions received from the Montgomery County Combined Health District, and recorded by the Civil Service office, included 22 permanent appointments, 7 promotional appointments and 5 reinstatements.

## Other Personnel Actions

Notices of separations from the service of the Montgomery County Combined Health District during 2013 included:

	<b>TOTAL</b>
DEATHS	<b>1</b>
LAYOFFS	<b>18</b>
PROBATIONARY DISCHARGE	<b>2</b>
RESIGNATIONS	<b>22</b>
RETIREMENTS	<b>10</b>
VOLUNTARY DISABILITY RETIREMENTS	<b>1</b>

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Email: [cs@daytonohio.gov](mailto:cs@daytonohio.gov)